



125<sup>th</sup> FINANCIAL MANAGEMENT  
SUPPORT UNIT, STB

# DEFENSE MILITARY PAY OFFICE

## SCHOFIELD BARRACKS, HAWAII

November 2016

219 GLENNAN STREET, BLDG 689  
(Next to the Commissary)  
SCHOFIELD BARRACKS, HI 96857

DIRECTOR: MAJ MILAGROS J. DELGADO  
SR FIN OPS ADVISER: SGM MICHAEL A. LAWSON

### Up Coming Office Closures:

November: 11, 14, 24, 25



### Hours of Operation

Mon, Tues, Wed, Fri

0900-1500 hrs

### Unit PAC drop off:

Mon, Tues, Wed, Fri

1230-1500

### Closed Every Thursday

### Unit Commander Finance Report and Entitlement Online Availability

Available: 29 OCT

Submit prior to: 10 NOV

### Unit S1

Please ensure timely submission of UCFR and Entitlement Verification. They are available for online retrieval on the date stated above.

### Cutoff Dates for Document Processing

Mid-Month: 8 NOV—To affect mid-month pay

End-Month: 22 NOV—To affect end of month pay

## Blended Retirement System Active Component

The purpose of the Blended Retirement System (BRS) is to provide our military force with a modernized retirement plan built for retirement services.

Important facts about BRS:

a. For those who joined before Jan 1, 2006, with 12 years or more of service, will stay in the current retirement system. A service member with less than 12 years of service, that joined between the dates of Jan 1, 2006 and Dec 31, 2017, will have an option. They can opt-in to a new plan or stay under the current system that they have.

b. Those service members who join after Jan 1, 2018, will be automatically enrolled under the new blended retirement system. With the BRS, each member will have a combination of thrift savings plan contribution, possible continuation pay, and a retirement annuity pay if they stay for 20 years.

c. Under the new retirement plan, you will have an automatic Department of Defense contribution toward the TSP of 1%. DOD will match funds for our service members. For example, if the service member deposits 5%, the DOD will match the funds up to 4% plus the 1% automatic contribution with a total contribution of 10%.

d. With the BRS, service members with at least two years of service can keep their TSP contributions and continue contributing to it, or they can transfer it to a 401k with a different company. You will receive TSP payments at the age of 59 and ½ unless you are willing to pay a penalty deducted from your TSP.

e. Service members who serve 20 years of active duty will collect their retirement in an annuity of 2% versus the current retirement 2.5% after 20 years of creditable service.

Example: Under the current retirement plan an E-7 who makes \$4,472.70 and retires after 20 years will receive \$2,236.35 per month for life utilizing the formula of 2.5% x Years Served x Base Pay. In the blended retirement system, an E-7 retiring after 20 years, who makes \$4,472.70 will receive only \$1,789.08 per month for life utilizing this formula 2.0% x years served x base pay.

For those who can opt-in, your choice should be based on what you think is more convenient for your future and on how long you are planning to stay in the service.

Additional information on the new blended retirement system is available in <http://militarypay.defense.gov/BlendedRetirement/>

Timely and accurate pay is a quality of life and mission readiness issue!

## Schofield Barracks Digital Workflow Postponed

The Defense Military Pay Office has postponed the Digital Workflow process for units on Schofield Barracks. The DMPO will not implement the digital workflow for Schofield Barracks units due to server constraints. Currently, DMPO leadership is working to increase server capacity. Once resolved we will notify Schofield Barracks units of the new implementation date.

To decrease waiting time on the delivery of the packets, the S1 representatives will sign in as usual; drop off transmittal with the signature of receipt and date. The change to accommodate the S1's time-ly will result in transmittals not scrubbed one on one. Processing personnel will review submitted documentation and necessary personnel action will be input in the system accordingly. Processing technician will log and place all rejects in the unit box for pickup. S1 Personnel is responsible to pick-up packets on their individual unit drop box, review possible rejects reports and submit appropriate actions afterward.

S1 personnel should be duly appointed and authorized to deliver and receive the packet for their respective units; failure to comply with the requirements will result in additional delays in processing documents.

## Pay Agent Training

The Schofield Barracks Finance office trains and funds all paying agents for the Island of Oahu every Tuesday at 1000 at the Finance office (BLDG 689 next to the Commissary). Finance personnel conduct a class that instructs Soldiers on their role as paying agents in Army Finance operations, the process of being appointed and funded as a paying agent, and the responsibilities paying agents have as stewards of public funds.

During the class Soldiers have the opportunity to ask questions about any part of the process. It lasts approximately two hours and is open to all Soldiers of the rank sergeant first class and above. Upon request from the unit, Finance personnel will go to the unit and conduct the training at a location more convenient for the Soldiers attending.

Commanders benefit from having trained paying agents prior to an assigned mission in order to expedite the funding process and determine if a paying agent is the most efficient way to fund their mission. Units interested in paying agent training should call the Finance Office at 808-655-1244.

## Top Errors on Military PCS Travel Vouchers

Incomplete or inaccurate vouchers delay or prevent payment. Avoid these common mistakes:

1. Using an outdated DD 1351-2 Travel Voucher Form. Make sure you have the form dated May 2011.
2. Inaccurate / incomplete administrative information on DD 1351-2 (Blocks 1-14).
3. Missing orders (attachments, endorsements, amendments, etc.). Often travelers fail to send in the page containing the official seal. Be sure to include!
4. Incomplete itinerary on DD 1351-2 (Block 15)
5. Missing traveler's official signature & date (Block 20 a-b)
6. Missing Reviewer/Approving official signature & dates (Block 20 c-d)
7. Incomplete type of payment (Block 5)
8. Missing the amounts of advances received (Block 9)

**If your PCS voucher was not fully paid, you should submit a supplemental voucher. The In & Out Processing section will gladly assist you.**



### Emergency Contact Number:

After duty hours for Emergency Finance problems:  
**125<sup>th</sup> FMSU SDNCO: 655-0722**



### Useful Internet Links

[PER DIEM Travel and Allowances](#)

<http://www.defensetravel.dod.mil>

### My Pay

<http://myPay.dfas.mil>

<http://www.dfas.mil>

### Financial Management Regulations

<http://armypubs.army.mil/index.html>



### Point of Contact

**FINANCIAL MANAGEMENT MANAGER** 655-1023

### CUSTOMER SERVICE

655-1244

### SEPARATIONS

655-9100 / 655-1583

### IN & OUT PROCESSING

655-0094 / 655-0095

### WOUNDED WARRIOR PAY

655-1247